



## Vehicle Safety Checklist

Before operating any City vehicle or personal vehicle for City business, the operator must perform a vehicle safety check to ensure the vehicle is operating properly and safely. Use the following checklist, as a guide to determine if the vehicle you will be using is safe for operation. In the event you find any deviation from the standards below, immediately bring it to your supervisor's attention and do not use the vehicle until supervisory personnel say it is safe.

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| <input type="checkbox"/> Safety Belts         | All in good working order  |
| <input type="checkbox"/> Headlights           | 2 white headlights, both working   |
| <input type="checkbox"/> Taillights           | 2 red taillights with red lenses, both working   |
| <input type="checkbox"/> License Plate Lights | White rear license plate light   |
| <input type="checkbox"/> Rear Reflectors      | 2 red reflectors on side rear fenders, either part of taillights or separate   |
| <input type="checkbox"/> Brake Lights         | 2 brake lights with red lenses, both working   |
| <input type="checkbox"/> Turn Signals         | Right and left turn signal on front and rear of vehicle; front signals may be white or amber, rear signals may be red, yellow or amber |
| <input type="checkbox"/> License Plates       | Front and rear plates are required except for motorcycles and trailers   |
| <input type="checkbox"/> Brakes               | In good working order  |
| <input type="checkbox"/> Tires                | No body ply or belt material exposed, no tread or sidewall separation, should have a minimum 2/32 inch of tread; check tire pressure   |
| <input type="checkbox"/> Exhaust System       | Good working order and constant operation; noise restrictions and smoke restrictions apply   |
| <input type="checkbox"/> Windows/Windshield   | Clean, free from obstruction, cracks or decals   |
| <input type="checkbox"/> Windshield Wipers    | Good working wipers required   |
| <input type="checkbox"/> Rearview Mirror      | Driver must be able to see at least 200 ft behind the vehicle at all times   |
| <input type="checkbox"/> Horns                | Working horn required  |
| <input type="checkbox"/> Fenders              | Must cover entire width of tire tread that touches the pavement  |
| <input type="checkbox"/> Minimum Clearance    | No part of a passenger vehicle can have less clearance from the road than the lowest part of the rim of any wheel                      |